

Northern Broadsides Theatre Company
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www.northern-broadsides.co.uk



**Northern
Broadsides**

Laurie Sansom: Artistic Director and CEO
Ruth Cooke: Executive Director and CEO



Invitation to Tender for Provision of Accounting Services

We are inviting applications from experienced and suitably qualified providers of accountancy services for our 2024/25 Annual Accounts preparation and Independent Examination, with further ad-hoc accounting and tax consultancy provided as required. Extensions for subsequent years will be considered and approved by the Trustees.

Submission by midday Tuesday 4 February 2025 to:

Ruth Cooke
Executive Director / Joint CEO
accounts@northern-broadsides.co.uk

Background

Northern Broadsides is a theatre company based in Halifax, West Yorkshire. We create bold, accessible, and irreverent shows and inspiring creative engagement programmes.

We are well-known for producing classic and new plays that resonate with contemporary audiences while celebrating the cultural landscape and diverse voices of the North of England. For over 32 years, Northern Broadsides has toured extensively across the UK and internationally, bringing high-quality theatre to audiences everywhere.

Northern Broadsides is governed by a Board of 11 Trustees. Responsibility for delivering charitable activities and day-to-day running is delegated to a staff team of 5:

- Artistic Director / Joint CEO
- Executive Director / Joint CEO
- Marketing & Communications Manager
- Production & Administration Assistant
- Financial Administrator

The staff team are supported by a pool of regular and project-based freelancers.

Information for Applicants

Northern Broadsides Theatre Company is a registered charity and private limited company by guarantee with no share capital. We are registered for VAT and receive regular grant funding from Arts Council England as a National Portfolio Organisation. Company no.: 03715349

Charity no.: 1076764
VAT no.: 721330777
Financial Year: April – March
Accounting & payroll software: Xero
PAYE employees: 5

2023/24 Financial Year

- Income: £524,206 (53% of which from grants)
- Fund balances at 31 March 2024: £267,982
 - £108,569 of which is restricted for what remains of a 10-year depreciation of leasehold improvements

Tender Process

To tender for this opportunity, please provide a short proposal including:

- Introduction to your company and staff, including details of team members providing the required services
- Details of experience working with charitable clients of a similar scale and/or in the arts industry
- Contact information for two current clients who we can approach for references
- Timeline and overview of approach for preparing draft 2024/25 Annual Accounts and completing the Independent Examination to an end of July 2025 deadline
- A breakdown of day rates charged (detailing VAT where applicable) and time required for the following services based on the information provided*:
 - Annual Accounts preparation and filing
 - Independent Examination
 - Additional ad-hoc consultation services such as tax advice
- Outline of any % price increases for your services across the last 3 years
- Copies of any company policies relating to Equality & Diversity, Ethics and Environmental Sustainability

**Income for 2024/25 is anticipated to remain within 10% of income levels reported for 2023/24. We anticipate increased activity in 2025/26 and would therefore ask that proposals also include any changes to day rates and/or time required by each staff member for the above services should annual income increase to £750,000.*

Please submit your proposal by midday on Tuesday 4 February 2025 using the contact information provided at the beginning of this document. We welcome any questions about the invitation to tender and these can be sent to the email address provided.

Proposals will be reviewed by a Tender Panel consisting of the charity's Executive Director / Joint CEO, Financial Administrator, Chair of the Board and Chair of our Finance, Risk & Audit sub-committee. Requests may be sent to applicants directly for further information in support of their proposal. All applicants will be contacted by Friday 7 February 2025. Those shortlisted will be invited to an online meeting on Thursday 13 February 2025 to discuss their proposal further. Please ensure you have availability on this date. Selection will be made shortly after the meetings, with formal appointment made at our Board meeting on Thursday 27 February 2025.